

**FRANKLIN COUNTY
DEPARTMENT OF ANIMAL CONTROL
1731 Alum Creek Drive
Columbus, OH 43207**

WORKING TITLE: Office Clerk
(Bargaining Unit)

PCN: 071011

SUPERVISOR: Clerical Supervisor

HOURS: Hours are 11:30 a.m. – 7:30 p.m. weekdays,
9:30 a.m. – 5:30 p.m. weekends;
Days off are given during the week.

PRIMARY RESPONSIBILITIES: Handles transactions with customers. Performs animal adoption proceedings. Arranges for owner redemption of impounded animals. Accepts stray dogs into shelter custody. Receives dogs, which are being turned in for euthanasia purposes and those for which ownership is being relinquished. Acts as agent for the auditor and director in the sale of dog licenses. Records lost and found animal information reported to the shelter. Answers telephone inquiries. Traces dog licenses and/or rabies information and contacts owner. Maintains office files and enters information into computer. Balances cash drawer at the end of each day's business. Maintains lost and found dog records. Prepares certified letters for registered owners. Prepares invoices for services rendered at the shelter. Files all completed impound cards and receipts.

MINIMUM REQUIREMENTS: Ability to calculate fractions, decimals & percentages & to read and write common vocabulary plus: 3 months experience in office practices and procedures; or equivalent. Experience in customer service and working with dogs is preferred.

SCREENING CRITERIA:

- Office Experience
- Public Relations experience
- Computer Experience

STARTING SALARY: \$10.20/hr., plus a comprehensive benefit package.

DEADLINE FOR APPLYING: Tuesday, June 13, 2006

If interested please send resume/application to the Franklin County Human Resources, 373 S. High Street, 25th Floor, Columbus, Ohio 43215.

-EOE-

5/26/2006